

Request for Qualifications

Casper Old Yellowstone District USEPA Brownfields Combined Hazardous Materials and Petroleum Assessment Project

October 31, 2016

Solicited by the City of Casper Community Development Department

RFQ available online at www.casperwy.gov

Qualifications Due: November 18, 2016

The City of Casper Community Development Department is requesting qualifications for professional services to develop the "Casper Old Yellowstone District USEPA Brownfields Combined Hazardous Materials and Petroleum Assessment Project," as described in the attached Work Plan. The City is seeking a team of qualified environmental professionals to complete the project as a turn-key effort, with minimal supervision required from the City, including grant administration. Qualified firms are invited to submit the written proposal and an indication of interest in the project by November 18, 2016 at 5:00 PM to:

Craig Collins, AICP
Community Development Department, City of Casper
200 North David Street
Suite 203
Casper, Wyoming 82601

Proposals shall be limited to no more than fifteen (15) pages, and shall include a cover letter, along with all items specified herein. Representatives from the City will select the consultant from those responding to this request, but reserves the right to reject any and all proposals. Only RFQ's received by November 18, 2016 at 5:00 PM (Mountain Time) will be considered.

For additional information, please contact Craig Collins, AICP, at ccollins@casperwy.gov. All inquiries shall be presented in writing.

Consultant Selection Process:

Proposals will be reviewed by the City, and depending on the number of RFQ's received, and the quality and completeness of the submittals, a formal, in-person interview process may be undertaken, as determined by the City. The City may contact any or all of the submitting firms to request additional information during the selection process. After a firm is chosen, the City will negotiate a contract with the firm. In the event a satisfactory agreement cannot be reached, negotiations will be terminated and another firm may be selected.

The City retains the right to reject any or all proposals, with or without cause. The City also reserves the right to consider and rely upon factors other than pricing in its selection process.

All proposals received will be considered public information by the City of Casper. Firms are advised that any information considered to be privileged, a trade secret, or confidential, should not be revealed in the proposal. Proposals will be made available to anyone requesting them after the selection process has been completed, and the contract has been awarded.

Proposal Content:

Responding firms are requested to prepare a statement regarding their ability to complete the project herein described. The review of the proposal will focus in part on expertise, experience with similar projects, and understanding of this project.

The following elements are required in the submittal:

1. **Project Approach** – Briefly describe how your firm will address the work outlined in this RFQ and the Work Plan. The approach should provide detailed plans for planned public outreach, including plans for contacting and coordinating with property owners, arranging site access, and conducting meetings and interviews with stakeholders. The firm will be responsible for coordinating the distribution of all public information. The approach should address the firm's proposed site identification and selection processes. A list of all proposed deliverables and work products should also be provided.
2. **Grant Administration** – Summarize the firm's proven ability, technical expertise and willingness to administer and manage all aspects of the EPA grant compliance for the City, including, but not limited to, all necessary reporting.
3. **Project Team** – Identify the project team members and their position on the team, briefly outlining the responsibilities of each member. Include any anticipated sub-consultants.

4. Schedule – Describe the schedule you propose to accomplish the work described in the Work Plan.
5. Modifications to Work Plan – The Work Plan has been approved by the EPA; however, the City welcomes a discussion of detailed approaches or suggested refinements to the Work Plan. Describe project expenditure by task and plan component, indicate which individuals/firm(s) would perform which activities, and describe proposed communications and public involvement processes in detail.
6. Other Information – Any additional information you believe would be useful to the City should be included in this section.
7. Fee Schedule – The proposal shall include an anticipated schedule and time/material cost estimates for the activities listed in the Work Plan. Time should be allowed in the schedule to review and revise DRAFT deliverables and for preparation of final documents. Unit rates on which costs are based should be included.
8. Proposal Summary – The summary is intended to gauge the firm’s ability to communicate in a concise and visually appealing manner. The summary will be evaluated based on adequacy of communication, style, design, conciseness, and content. **The summary is separate from the proposal, and is not included in the fifteen (15) page maximum.**
9. References – A list of at least three (3) former clients of the firm who are willing to speak to the City about their experience with the firm completing a similar project.
10. Submission – Four (4) copies of the proposal shall be submitted to the City by the date and time specified.

Minimum Qualifications:

Firms submitting proposals should have verifiable expertise and proven experience in the following areas:

- Brownfield Assessment Grant management;
- Technical capacity to conduct environmental studies;
- Stormwater mitigation and management;
- Redevelopment projects;
- Real Estate Financing/Development;
- Public Participation/Consensus-building.

In accordance with EPA’s Program For Utilization of Small (SBE), Minority (MBE), and Women’s Business Enterprises (WBE), the contractor must ensure that the six affirmative steps are followed in extending subcontracting opportunities to qualified firms (see 40 CFR 35.6580(a)).

Funding:

The US EPA has awarded the City a Brownfields Assessment grant in the amount of \$400,000 to conduct an assessment of brownfield sites in the Old Yellowstone District. The grant consists of \$200,000 for the assessment of parcels contaminated by, or potentially contaminated by, hazardous substances, and \$200,000 for the assessment of parcels contaminated by, or potentially contaminated by, petroleum substances. Please see Work Plan for a detailed overview.